

SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
MEETING MINUTES
Civic Center Library Board Room
December 17, 2003

Members Present: Judith Crider, Chair
David Berry
Hamilton Lee Durning
R. Jerry Hargitt
Camille Schmidt
Linda Tardie
Nancy Walker

Others Present: Rita Hamilton, Library Director
Joanne Hamilton-Selway, Collection Development Coordinator
Sharyn Pennington, Library Operations Coordinator
Bill Pillow, Public Services Manager
Mary Warner, Administrative Secretary

Call to Order

Mrs. Crider called the meeting to order at 3:30 p.m.

Approval of Minutes

Mrs. Crider asked for a motion to approve the minutes of the November 19, 2003 meeting. Mr. Hargitt so moved; Mr. Berry seconded, and the motion carried 7-0.

Library Staff Reports of Current Events (A.R.S. 38/431.02 (K))

Monthly Statistical Report – Sharyn Pennington

	November <u>2002</u>	November <u>2003</u>	<u>% Change</u>
Library Collection		789,120	
Items Circulated	150,849	158,411	+5%
Attendance	132,675	108,344	-18.34%
Volunteer Hours		2,292	
Customers Using Public Computers		31,550	

Special Revenue Account Report – Sharyn Pennington

The Gift & Memorial Trust Account received \$180 for the month; expenses were \$555.90. In the Library Book Sale Special Revenue Account, November income from sales was \$14,063.39 and expenditures were \$5,959.55.

Library Director's Report – Rita Hamilton

Ms. Hamilton reported that she attended the Arizona Library Association (AzLA) Conference in Phoenix last week where two of our library staff received awards: Kristine Cwengros received the Library Support Staff Scholarship Award and Aileen Plumb received the Sharon G. Womack Outstanding Library Technician award. Scottsdale

Public Library staff also did a presentation about our award winning Library Book Cart Precision Drill Team, which has participated in the Scottsdale Parada del Sol parade for the last three years. This year they will distribute Teen Center bookmarks to parade watchers and hand out wooden nickels that can be returned to the library Youth Services desk for a small prize.

Ms. Hamilton thanked Board members Judith Crider and Jerry Hargitt for attending the annual Civic Center Library volunteer luncheon to thank our volunteers for the many hours of service they give to the library. She also thanked Mrs. Crider for attending Community Services General Manager Bill Exham's retirement reception hosted by the library.

Ms. Hamilton announced the appointment of Debra Baird, formerly Parks & Recreation Director, as Interim General Manager of Community Services, and said that we will invite her to attend a future board meeting.

Following up on a recent board discussion, Ms. Hamilton reported that located within the Scottsdale city limits are three elementary schools that belong to the Paradise Valley Unified School District and two elementary schools, two middle schools and one high school that belong to the Cave Creek School District. There are also six Scottsdale Unified School District schools located outside the City limits, four in Phoenix and two in Paradise Valley.

Ms. Hamilton reported that the library recently completed our quarterly survey of patrons, which included two questions regarding the effectiveness of our collection. We found that 36% of respondents appreciated receiving their materials more quickly, 28% preferred a three-week loan period, and 38% had no preference.

Regarding the change in length of borrowing time for new video/DVD materials, 28% preferred 1 week, 37% preferred 2 weeks, and 19% preferred 3 weeks; 16% of respondents had no preference. Ms. Hamilton said we would continue to evaluate the survey and the many individual comments received.

Ms. Hamilton said that library staff has been affected by the flu season, but coverage of public service desks and all library services has been maintained through the willingness of many staff to divide their duties and help out, avoiding the additional cost of overtime.

Customer Feedback How'd We Do? Report

Ms. Hamilton and the Board discussed borrowing trends as reflected in the November *How'd We Do?* customer comment report.

Library Services Highlight: Library Media Trends – Joanne Hamilton-Selway

Ms. Hamilton introduced Joanne Hamilton-Selway, Collection Development Coordinator, who discussed library media trends and answered questions. Joanne described the philosophy behind our purchasing selections and the number of titles purchased, as well as the cycle of videos, DVDs and books through selection, purchase, cataloging and circulation, and the difficulty in replacing out of print copies.

Items Requiring Board Action

Expenditures – Rita Hamilton

December

2003	AZ Book Festival	\$	1,200
	Urban Libraries membership	\$	3,000
	Computer projector for Computer Training Room	\$	3,400
	Library Marketing	\$	2,000

December Total \$ 9,600

After a review of the proposed expenses, Mr. Durning moved to approve the December 2003 expenses. Ms. Schmidt seconded and the motion carried 7-0.

Behavior Management Policy

Ms. Hamilton said that the new Behavior Management Policy defines the library's course of action in maintaining a safe environment for all within the library. This policy refers to the Rules of Conduct, which were revised. The City Attorney reviewed and approved the policy revisions. After Board approval, the policies will be placed in the library's Security Manual which is available to all staff, and the Rules of Conduct Policy will also be posted at the entrance of each library.

After discussion, Mr. Durning moved to approve both the Behavior Management Policy and revised Rules of Conduct Policy. Mr. Hargitt seconded, and the motion carried 7-0.

Informational Items

Presentation of 2004 Officers by Nominating Committee

Speaking for the Nominating Committee (Mrs. Tardie and himself), Mr. Hargitt recommended that the board approve retaining the current slate of officers for another year: Judith Crider as Chairperson, R. Jerry Hargitt as Vice Chairman, and Linda Tardie as Secretary. There were no objections to the recommendation. This slate will be voted on at the January Board meeting.

Announcements/Issues for Future Discussion

Ms. Schmidt inquired if the City of Scottsdale's efforts to form its own Fire Department next year will have a negative financial effect toward our proposed new libraries. Mrs. Crider asked if there was a way to place operational costs of running new branch libraries into the acquisition documents we submit to avoid the lack of operating funds in future proposals. Ms. Hamilton said she would arrange for the Library Advisory Board to receive an update on the capital improvements projects process.

Mrs. Crider extended holiday wishes to everyone present and stated that the next meeting would be held on January 21, 2004.

There being no further business, the December 2003 Library Advisory Board meeting adjourned at 4:36 p.m.

Mary Warner, Administrative Secretary